

**HUMAN RESOURCES  
ADMINISTRATIVE OPERATIONS ASSISTANT**

**PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** Central Connecticut State University  
**Job Posting No:** C14-068  
**Hours:** 8 AM to 5 PM  
**Salary:** \$46,789 Minimum  
**Closing Date:** February 28, 2014

**Knowledge, Skills and Abilities:** Central Connecticut State University is seeking an energetic professional to assist in a broad range of human resources functions. Responsibilities will include responding to questions from employees, students, and the public; processing a variety of forms; data entry; compiling data and reports; and personnel records management and retention. This position is a non-union management confidential position.

**General Experience (Required Qualifications):**

- Two years' (FTE) professional experience in human resources;
- Demonstrated ability to understand and interpret contracts, policies and procedures;
- Proficiency using word processing, spreadsheets, and presentation software;
- Excellent organizational and problem solving skills, including attention to detail; and,
- Excellent interpersonal and communication (oral, written and cross-cultural) skills..

**Special Requirement (Preferred Qualifications):**

- Experience working in a unionized environment in public sector human resources;
- Experience with HRIS software, database management and Microsoft Office Suite;
- Ability to gather and analyze data; and,
- Knowledge of data privacy laws.

**Substitution Allowed:** Equivalent combination of training and experience may be considered.

**Working Conditions:** Excellent fringe benefits, including tuition waiver for employee and eligible dependents.

**Application Instructions:** For full consideration, applications must be received by close of business **Friday, February 28, 2014**. For more information and application instructions, please go to our website: [www.ccsu.edu/Jobs](http://www.ccsu.edu/Jobs).